

## Renewal of Residence Permit (Iqama)

### Customer

All KFUPM expats who's Resident permit (Iqama) will expire in 3 Months.

### Supporting Documents

1. Original Passport.
2. Bank Receipt for renewal Resident permit (Iqama) (SAR 500 for one year and SAR 1000 for two years)
3. Photocopy of Resident Permit (Iqama).
4. One passport size (4x6cm) color photograph, if needed.
5. For sons and daughters 18-25 years old, are required to submit study certificate from the academic institution where they are studying with the exception of daughters who are not studying, not married and un-employed anywhere, an undertaking signed by the father should be attached.

### Procedural Steps

1. Submit all the documents to Building 21 – Room: 613.
2. Children who reach the age of 18 years are required to have a separate Resident permit (Iqama) with independent status after completing certain formalities which are as follows:
  - a. Submit the original passport of son/daughter along with its photocopy.
  - b. Attach a study certificate from the academic institution concerned with Arabic translation.
  - c. Attach one passport size (4x6cm) color photograph white background.
  - d. Attach father's Resident permit (Iqama) copy.
  - e. NO FEE: if the separation request is submitted within three months of the iqama expiry date. Dependent Separation fee SR 500 shall be charged if the request for separation is submitted before three months of iqama expiry date. (Faculty & Personnel Services will manage the separation process themselves).
  - f. In case a separate Resident permit (Iqama) is issued for a dependent son/daughter during the validity of his/her father's Resident permit (Iqama), the fee will be charged according to the remaining period e.g. if father's Resident permit (Iqama) is valid for more than one year, the fee will be charged for two years. The fee is payable through ATMs or through on line systems of the local banks.
  - g. An adult son is allowed to renew his Resident permit (Iqama) with his parents subject to the condition that he is a student and not above 25 years of age. After 25 years of age, either he has to leave the Kingdom with a final exit visa or find a new sponsor and have his sponsorship transferred. However, the daughters can continue to reside with their parents irrespective of any age limit as long as they are not married.
  - h. Finger prints are mandatory for each adult dependent son/daughter aged 10 years or above for whom the residence permit is being renewed. To enter finger prints contact Jawazat (passport) office in Al-Khobar with original passport and Iqama.

**Expected Time:** 5 days.